

Division of Social Services

Social Services Block Grant

Intended Use Plan

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is 05/31/2024. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: SSBG@acf.hhs.gov.

I. General Information

1. State Tennessee 2. Fiscal Year FY2024

3. State Official Contact Information

Tennessee Department of Human Services
James K. Polk, 17th Floor
505 Deaderick Street
Nashville, TN 37243-1403
Telephone: 615-313-1700

4. SSBG Contact Information

Renee Bouchillon, APS Program Director, Child Care and Community Services
James K. Polk, 15th Floor
505 Deadrick St.
Nashville, TN 37243
Telephone: 615-478-2756

5. SSBG Award from Previous Year \$ 35,795,918.00

6. SSBG Expenditures Planned for Current Year \$ 35,795,918.00

7. TANF Funds Transferred into SSBG	\$ 0.00
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8. Consolidate Block Grant Funds Included in SSBG Budget: YES ☐ NO ☒

Provide the amount of funding for each applicable funding source for the consolidated block grant.

[illegible]

9. SSBG Carryover Funding from the Previous Year: YES ☒ NO ☐

[illegible]

II. Administrative Operations

1. **Administering Agency** Tennessee Department of Human Services

2. **Location** James K. Polk, 17th Floor, 505 Deaderick Street, Nashville, TN 37243-1403

3. Mission/Goals of Agency

Mission:

To build strong families by connecting Tennesseans to employment, education, and support services.

Goals:

- To provide a quality system of coordinated human services to meet the changing needs of individuals, children and families in Tennessee.
- To remain committed to being customer-oriented, promote self-sufficiency, improve the quality of services, and build effective partnerships through a wide range of services in all ninety-five (95) counties of the state.
- To prevent and reduce harm to individuals who are vulnerable.
- To enable those in need to achieve self-sufficiency and improve their quality of life including helping them to achieve their highest economic potential.

4. Description of Financial Operations Systems

Cost Allocation:

DHS and the Department of Children's Services (DCS) have cost allocation plans that are approved by the U.S. Department of Health and Human Services. The DHS cost allocation plan update became effective July 1, 2021.

Finance and Administration Management of Funds:

The State of Tennessee tracks and processes all revenue and expenses through its Edison system by our Department of Finance and Administration. Proper account codes are used, and money is allocated to the various programs making expenditures.

Program Management of Funds:

DHS enters into contracts with 14 non-profit and county government agencies to provide social services. The contracts are generally renewed annually. Each of the sub-recipients invoices the state monthly for the prior month's expenditures. Expenditures are reviewed and unusual expenses or amounts are analyzed and documentation is requested. Travel expenses and Specific Assistance purchases undergo particularly rigorous review.

Monitoring Review:



III. Program Planning

1. Planning for Distribution and Use of Funds

Describe the planning process for determining the State's use and distribution of SSBG funds.

Allocation of SSBG Funds is split between the Department of Human Services (DHS) and the Department of Children's Services (DCS). During the State's budgeting process, decisions are made on the use and distribution of SSBG funds to maximize the benefits for citizens of the State. The State has reviewed spending trends for the last five years. Fiscal staff and SSBG program staff have reviewed each agency's historical spending trends to best determine appropriate allocation levels.

2. Describe the Characteristics of Individuals to be Served

Include definitions for child, adult, and family; eligibility criteria; and income guidelines.

Definitions:

- Child: A dependent not exceeding 17 years.
- Adult: A person 18 years of age and over.
- Family: A family means all persons living together in a dwelling unit.

Eligibility Criteria:

For APS:

Adult Protective Services staff investigate reports of abuse, neglect or financial exploitation/abuse of adults who are unable to protect themselves due to a physical or mental limitation. APS staff assess the need for protective services and provide services to reduce the identified risk to the adult

For DCS:

3. Public Inspection of Pre-Expenditure Report

Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).

Public hearing held on 8/17/23 at 11 am cst in-person and virtual:

Each year TDOH posts its federal application for SSBG funding to our SSBG web page (<https://www.tn.gov/humanservices/for-families/social-services-block-grant.html>).

TDOH holds a public hearing every year regarding our annual application, and announces it in several locations, including:

- the Public Notices page of the TDHS Online News Room (<https://www.tn.gov/humanservices/news.public-notice.html>),
- the Events page of the state website (<https://www.tn.gov/humanservices/events/2022/8/19/in-person---online-public-hearing-scheduled-for-social-service-block-grant-application.html>),
- At the top of the SSBG web page of the state website (<https://www.tn.gov/humanservices/for-families/social-services-block-grant.html>).

IV. Program Operations

Complete one table for each service category provided by the state during the reporting period.

1. Program Operations – Adoption Services

a. Service Category (use uniform definition) – Adoption Services
b. SSBG Goal Goal 1: Achieving or maintaining economic self-support, including the reduction or prevention of dependency Goal 2: Achieving or maintaining self-sufficiency including the reduction or prevention of dependency.
c. Description of Services The Adoption Services helps adoptive parents succeed on every level by providing a statewide, seamless system that supports children and families with pre- and post-adoption services that promote permanency and also help communities nurture adoptive families. Tennessee offers adoption services through the Harmony ASAP program to include: 1.)Individualized, in home 2.)Crisis Intervention
d. Description of Recipients (eligibility considerations) Tennessee families who have either made their intent to adopt known or who have already finalized adoptions through Tennessee’s Department of Children’s Services.
e. Method of Delivery and Geographic Area Support, Moderate intervention/Each County
f. Partnering State Agency N/A
g. Subgrantee / Service Providers Adoptive Parents Harmony Family Center

2. Program Operations – Case Management Services

a. Service Category (use uniform definition) – Case Management Services
b. SSBG Goal Goal 1: Achieving or maintaining economic self-support, including the reduction or prevention of dependency Goal 2: Achieving or maintaining self-sufficiency including the reduction or prevention of dependency.
c. Description of Services Case management services are provided by field staff in twelve DCS regional offices with program support from central office staff. Case management services are provided to custodial children, adoption services, and non-custodial children. These case management services include individual service plan development; counseling; monitoring, developing, securing, and coordinating services; monitoring and evaluating client progress.
d. Description of Recipients (eligibility considerations) Case management services are provided to custodial and non-custodial children.
e. Method of Delivery and Geographic Area Statewide Case Management to all custodial and noncustodial children.
f. Partnering State Agency N/A
g. Subgrantee / Service Providers Department of Children's Services Case Management Staff Youth Villages Lifeset contract- Extension of FC Case management OMNI Community Health-Case management Services

5. Program Operations – Day Care Services – Adults

a. Service Category (use uniform definition) – Day Care Services – Adults
b. SSBG Goal Goal 2: Achieving or maintaining self-sufficiency including the reduction or prevention of dependency. Goal 3: Preventing or remedying neglect, abuse or exploitation of adults unable to protect their own interest or preserving, rehabilitating or reuniting families.
c. Description of Services Tennessee's Adult Day Services (ADS) program provides on-site, non-medical care in a daytime setting. It provides supervision and creates space for social interaction, companionship and exercise. While each of our ADS centers is different, components include health support or assistance in obtaining health services; recreation and general leisure time activities; meals; plan development; and transportation.
d. Description of Recipients (eligibility considerations) In Tennessee, for individuals to be eligible for adult day services funded by the Social Services Block Grant, they must be referred by Adult Protective Services or be income-eligible, over the age of eighteen (18) and have a physical or mental impairment. Individuals referred by APS are given priority placement and are served without regard to income. Tennessee calculates income eligibility based on 200% of the federal poverty guidelines. For the 2024 federal funding cycle, the 2023 federal poverty guidelines will be used until they are updated in 2024.
e. Method of Delivery and Geographic Area Tennessee's Adult Day Service Program is delivered through five contracts with non-profit and county government sub-recipient ADS providers. These services are provided in five of our largest urban centers, including Nashville, Memphis, Chattanooga, Knoxville, and Johnson City.
f. Partnering State Agency The Adult Day Service Program partners with Tennessee's Adult Protective Services (APS).
g. Subgrantee / Service Providers Nashville: Fifty Forward Memphis: Goodwill Homes Community Services Chattanooga: Signal Centers Knoxville: Knoxville Knox County Community Action Committee, which administers the Daily Living Center Johnson City: First Tennessee Human Resource Agency

11. Program Operations – Foster Care Services for Children

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal Goal 3: Preventing or remedying neglect, abuse or exploitation of adults unable to protect their own interest or preserving, rehabilitating or reuniting families. Goal 4: Preventing or reducing inappropriate institutional care by providing community based care, home based care, or other forms of less intensive care.
c. Description of Services Tennessee's foster care program provides 24-hour care of dependent and neglected children in state custody in temporary settings. The placement types include DCS foster homes, foster homes of relatives, a variety of therapeutic residential treatment facilities, pre-adoptive homes or supervised independent living situation. The intent of this service is to reunite children and their families, or when necessary, to develop alternate, permanent solutions. The Extension of Foster Care Program, DCS serves youth who have reached the age of majority, have exited
d. Description of Recipients (eligibility considerations) Ages 0-21 Children in foster care include those who have been determined to be dependent and neglected, as well as children adjudicated delinquent or unruly by the courts.
e. Method of Delivery and Geographic Area Statewide
f. Partnering State Agency N/A
g. Subgrantee / Service Providers Residential placement and Foster Care

13. Program Operations – Home Based Services

a. Service Category (use uniform definition) – Home Based Services
b. SSBG Goal Goal 1: Achieving or maintaining economic self-support, including the reduction or prevention of dependency Goal 2: Achieving or maintaining self-sufficiency including the reduction or prevention of dependency.
c. Description of Services Personal Support Services provide limited in-home personal care designed to allow participants to remain in their own residences and maintain independence. Details vary between the sub-recipient service providers, but component services include chore assistance, simple household repairs, supervision, essential shopping, occasional yard maintenance, teaching of home maintenance skills including budgeting and bill paying, assistance with bathing, meal planning and preparation, personal sanitation, and general household management.
d. Description of Recipients (eligibility considerations) Tennessee's SSBG Personal Support Services program receives clients by referral from APS staff only. All clients are served for as long as there is a need, and without regard to income. Recipients are over the age of 18 and meet the definition of an APS client. Once services start, recipients are assessed for need, risk, and progress every subsequent six months. Prior to 2006, individuals could also receive services by applying, showing need, and having an income below
e. Method of Delivery and Geographic Area Tennessee contracts with 9 non-profit and county government sub-recipients. Contracts are reviewed/renewed annually. Most of the providers serve several counties each, resulting in complete coverage across the state.
f. Partnering State Agency Tennessee Adult Protective Services
g. Subgrantee / Service Providers East Tennessee Human Resource Agency (ETHRA) First Tennessee Human Resource Agency (FTHRA) Mid-Cumberland Human Resource Agency (MCHRA) Meritan, Inc. Northwest Tennessee Human Resource Agency Partnership for Families, Children, and Adults

20. Program Operations – Prevention and Intervention Services

a. Service Category (use uniform definition) – Prevention and Intervention Services
b. SSBG Goal Goal 3: Preventing or remedying neglect, abuse or exploitation of adults unable to protect their own interest or preserving, rehabilitating or reuniting families. Goal 4: Preventing or reducing inappropriate institutional care by providing community based care, home based care, or other forms of less intensive care.
c. Description of Services Non-custody prevention services focus on preventing youth from entering State custody through day treatment programs, education, probation, counseling, case management and parenting classes. Services may include investigation, assessment and/or evaluation of the extent of the problem; counseling, including mental health counseling or therapy as needed; developmental and parenting skills training; respite care; and other services including supervision, case management, and transportation. Prevention services may also include counseling, GED classes, vocational skills training, and independent living skills development.
d. Description of Recipients (eligibility considerations) The population served by DCS includes non-custodial children and families in the community receiving various prevention, and intervention services.
e. Method of Delivery and Geographic Area Statewide
f. Partnering State Agency N/A
g. Subgrantee / Service Providers Variety of Service Providers Statewide

21. Program Operations – Protective Services for Adults

a. Service Category (use uniform definition) – Protective Services for Adults
b. SSBG Goal Goal 1: Achieving or maintaining economic self-support, including the reduction or prevention of dependency Goal 2: Achieving or maintaining self-sufficiency including the reduction or prevention of dependency.
c. Description of Services Adult Protective Services staff investigate reports of abuse, neglect or financial exploitation/abuse of adults who are unable to protect themselves due to a physical or mental limitation. APS staff assess the need for protective services and provide services to reduce the identified risk to the adult.
d. Description of Recipients (eligibility considerations) Adult Protective Services investigates reports of abuse, neglect and financial exploitation/abuse (A/N/E) of adults who are unable to protect themselves due to physical or mental limitations. APS works with clients, their families, and community partners to mitigate the A/N/E without regard to the individual's income.
e. Method of Delivery and Geographic Area APS's central office in Nashville (the state capitol) provides intake, management, data analytics, and training for a staff that is mobile and located throughout the state. Services are provided in all 95 counties.
f. Partnering State Agency APS is a member of Tennessee's Coordinated Community Response team (CCR), which brings together state and non-profit agencies with various roles around providing protective services to adults. Participating agencies include (but are not limited to) TennCare (Medicaid), Department of Transportation, Department of Commerce and Insurance, Vulnerable Adult Protective Investigation Teams (VAPITs), Collaborative Response to Elder and Vulnerable Adult Abuse (CREVAA), Department of Health, Area Agencies on Aging and Disability
g. Subgrantee / Service Providers

V. Appendices

Appendix A: Documentation of Public Hearing

Attach documentation of public hearing, such as public hearing notices, websites, electronic correspondence, letters, newspaper articles, etc.

Appendix B: Certifications

Attach signed copies of the following certifications

1. Drug-Free Workplace Requirements
2. Environmental Tobacco Smoke
3. Lobbying
4. Debarment, Suspension and Other Responsibility Matters

Appendix C: Proof of Audit

Federal regulations state that: "Each State shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title...Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary." (Sec. 2006 [42 U.S.C. 1397a, Sec. 2006]).

Provide a copy or link to the most recent audit, or a description of the audit that specifies when the audit occurred and summarizes the results of the audit.

Appendix D: SF 424M

Scanned copy must be uploaded with application

Appendix E: Federal Financial Report (FFR) For SF-425 Federal Financial Reporting (FFR) Form SF-425

Scanned copy must be uploaded with the Intended Use Plan